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Position Available Head of Adult & Information Services Librarian II

Position Overview:

The East Greenbush Community Library has an exciting opportunity for a Librarian II – Head of Adult & Information Services to join our forward-thinking leadership team. This role is ideal for a dynamic librarian who is equal parts visionary leader, collaborative team player, and self-motivated innovator. The successful candidate will lead a talented Adult & Information Services team and champion inclusive and community-centered services for adult patrons in our vibrant community.

As a key member of the library's management team, the Head of Adult & Information Services plays a central role in shaping strategic priorities, mentoring staff, and ensuring responsive, relevant programs and services that reflect the evolving needs of our community.

Key Responsibilities:

- Lead and support the Adult & Information Services team (4 full-time librarians, 2 part-time librarians, 1 part-time library assistant).
- Plan and deliver innovative, inclusive programs and services for adult patrons.
- Provide monthly statistical reports.
- Manage department budget and staffing; serve as person-in-charge as needed.
- Provide excellent reference, readers' advisory, collection development, and customer service.
- Collaborate with staff and community partners to enhance outreach and engagement.
- Contribute to strategic planning and seek funding opportunities through grants.

Minimum Qualifications:

- Master's Degree in Library Science and two (2) years of professional library experience.
- Possession of a New York State Public Librarian's Certificate.

Ideal Candidate Qualities:

- A confident, collaborative leader with strong interpersonal and communication skills.
- Strategic thinker who thrives in dynamic environments and can manage ambiguity.
- Committed to customer service, equity, and inclusive library services.
- Tech-savvy and eager to integrate emerging tools into public service.
- Skilled in conflict resolution, team-building, and building community partnerships.

Compensation: \$59,347-\$74,184 (step schedule range, based on experience)

Assignment: 37.5 hours/week; includes some evenings during the week and participation in a weekend rotation.

Reports to: Assistant Director- Public Services

Benefits:

- Comprehensive insurance package (medical, dental, vision, life)
- NYS Retirement System
- Generous paid time off
- Professional development opportunities
- Supportive and mission-driven team

Application Instructions: This is a civil service position; appointments are provisional; and the successful candidate must take the required exam when available. Civil Service applications are available in person at the library or [online](#). Please submit your application (leave social security line blank), resume, cover letter, and three professional references to search@eglibrary.org or deliver them in person (attn. Catherine Snow). The deadline to submit applications is August 16, 2026. Applications will be reviewed as they are received.

About Us:

At the East Greenbush Community Library, we are dedicated to being a vibrant community hub where learning, creativity, and connection thrive. With a strong commitment to diversity, equity, and inclusion, we aim to inspire learning, imagination, collaboration, and compassion by providing our community with equitable access to resources in a welcoming environment. Serving over 100,000 patrons each year, we circulate more than 250,000 items and host programs that engage over 25,000 participants. Proudly recognized by the Times Union as the region's Best Library (2nd place) for six consecutive years, we're excited to expand our team with individuals who share our passion for making a meaningful impact.